

POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA

POSITION: Assistant Bailiff
DEPARTMENT: SUPERIOR COURT 4
WORK SCHEDULE: M-F 8-4
JOB CATEGORY: clerical

STATUS: Full-time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs receptionist duties, takes minutes, and performs general clerical duties under the direct supervision of the Court Reporter.

DUTIES:

Take, distribute, and enter minutes.

Greet people who come to the window or court.

Answer telephone calls, directing calls, taking messages, or answering questions.

Perform general secretarial duties, such as stamping documents, making copies, filing, organizing, etc.

Cross-train for Court Reporter and Court Bailiff.

SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

RESPONSIBILITY: Typing and computer skills are required for the completion of the duties of this job.

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

PREFER FAMILIARITY WITH LEGAL FIELD

PERSONAL WORK RELATIONSHIPS: Ability to communicate tactfully, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to use hands and fingers and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: Duties are performed in a standard courtroom and office setting with quiet noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

**Submit a completed Howard County application by 11/30/18 to:
Howard County Superior Court 4
Howard County Courthouse**

Howard County Government is an Equal Opportunity Employer